

EEOP Utilization Report



Mon Apr 27 19:50:18 EDT 2015

Step 1: Introductory Information

Grant Title:	DC Cooperative Extension Project Build - 2013 (GCC)	Grant Number:	2012-DJ-BX-0640
Grantee Name:	Durham County Government	Award Amount:	\$57,945.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	DC Cooperative Extension Project Build - 2014	Grant Number:	2011-DJ-BX-2091
Grantee Name:	Durham County Government	Award Amount:	\$56,246.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	FY 2012 Edward Byrne Memorial Justice Assistance Grant (JAG)	Grant Number:	2012-DJ-BX-1040
Grantee Name:	Durham County Government	Award Amount:	\$151,044.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		

DOJ Grant Manager:

DOJ Telephone #:

Grant Title:	FY 2013 Edward Byrne Memorial Justice Assistance Grant (JAG)	Grant Number:	2013-DJ-BX1125
Grantee Name:	Durham County Government	Award Amount:	\$147,796.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	FY 2014 Edward Byrne Memorial Justice Assistance Grant (JAG)	Grant Number:	2014-DJ-BX1147
Grantee Name:	Durham County Government	Award Amount:	\$163,220.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	Assest Forfeiture Program (Federal Forfeiture)	Grant Number:	Letter acknowledge will receive funds
Grantee Name:	Durham County Government	Award Amount:	\$1.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street		

Durham, North Carolina
27701

DOJ Grant Manager:

DOJ Telephone #:

Grant Title:	2014 State Criminal Assistance Program (SCAAP)	Grant Number:	Letter acknowledge receipt of funds
Grantee Name:	Durham County Government	Award Amount:	\$53,933.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27703		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		

DOJ Grant Manager:

DOJ Telephone #:

Grant Title:	Implement Circles of Safety & Accountability-CoSA	Grant Number:	2012-AW-BX-0059
Grantee Name:	Durham County Government	Award Amount:	\$179,890.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		
Contact Person:	Catherine Davis	Telephone #:	919-560-0067
Contact Address:	200 East Main Street Durham, North Carolina 27701		

DOJ Grant Manager:

DOJ Telephone #:

Grant Title:	Durham County Juvenile Diversion Program-JJDP	Grant Number:	2013-MU-FX-0028
Grantee Name:	Durham County Government	Award Amount:	\$59,127.00
Grantee Type:	Local Government Agency		
Address:	200 East Main Street Durham, North Carolina 27701		

Contact Person: Catherine Davis
Contact Address: 200 East Main Street
Durham, North Carolina
27701

Telephone #: 919-560-0067

DOJ Grant Manager:

DOJ Telephone #:

Policy Statement:

Durham County provides a workplace that is free from all discrimination, harassment and retaliation. The policy establishes that County services are performed without regards to race, sex, color, religion, national origin, disability, age, or any other non-merit factor, except where religion or sex are bona fide occupational qualifications for employment, and where disability does not create an unreasonable barrier to satisfactory job performance with or without accommodation.

Step 4b: Narrative Underutilization Analysis

The narrative below represents statements related to notable underrepresentations greater than or equal to ten percent.

White Males were significantly under-represented in the following job categories:

- Officials/Administrators (-12%)
- Professionals (-27%), and
- Administrative Support (-19%)

Hispanic or Latino Males were significantly under-represented in the following job categories:

- Protective Services: Sworn Patrol Officers (-19%)
- Skilled Craft (-28%), and
- Service/Maintenance (-10%)

White Females were significantly under-represented in the following job categories:

- Officials/Administrators (-12%)
- Technicians (-10%)
- Administrative Support (-14%), and
- Service/Maintenance (-15%)

Black or African American Females were significantly under-represented in the following job category:

- Technician (-13%), and
- Service/Maintenance (-10%)

Step 5 & 6: Objectives and Steps

1. To encourage White Males and White Females to apply for vacancies in the Officials/Administrators job category.

- Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.
- The Human Resources department will make the management of affected departments aware of this underrepresentation. Human Resources will collaborate with departments to enhance outreach efforts that target White Males and White Females in these job categories through job fairs, trade associations, professional journals, educational institutions, and continue to place all job postings with the Employment Security Commission.
- The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of White Males and White Females in these job categories.

2. To encourage White Males to apply for vacancies in the Professional job category.

- Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.
- The Human Resources department will make the management of affected departments aware of this underrepresentation. Human Resources will collaborate with departments to enhance outreach efforts that target White Males in these job categories through job fairs, educational institutions, and continue to place all job postings with the Employment Security Commission.
- The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of White males in these job categories.

3. To encourage White and Black or African American Females to apply for vacancies in the Technician job category.

- Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.

- b. Human Resources will collaborate with departments to enhance outreach efforts that target White and Black or African American Females in these job categories through job fairs, trade associations, professional journals, predominately female educational institutions, and continue to place all job postings with the Employment Security Commission.
- c. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of White and Black or African American Females in these job categories.

4. To encourage Hispanic or Latino Males to apply for vacancies in the Protective Services: Sworn job category.

- a. Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. Human Resources identified that the majority of these positions fall within the Sheriff and Fire departments. Human Resources will discuss these findings with the designated staff within the Sheriffs department and collaborate with the Fire Departments to enhance outreach efforts through job fairs, trade associations, and continue to place all job postings with the Employment Security Commission.
- c. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of Hispanic Males in these job categories.

5. To encourage White Females and White Males to apply for vacancies in the Administrative job category

- a. Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will make the management of affected departments aware of this underrepresentation. Human Resources will collaborate with departments to enhance outreach efforts that target White Females and White Males in these job categories through job fairs and continue to place all job postings with the Employment Security Commission.
- c. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of White Females and White Males in these job categories.

6. To encourage Hispanic or Latino Males to apply for vacancies in the Skilled Craft job category

- a. Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will make the management of affected departments aware of this underrepresentation. Human Resources will collaborate with departments to enhance outreach efforts that target Hispanic or Latinos Males through job fairs, minority targeted media outlets, and continue to place all job postings with the Employment Security Commission.
- c. Human Resources will conduct a detailed analysis to identify specific County departments and classifications that represent significant underutilization of Hispanic or Latinos Males in the Skilled Craft job category.

7. To encourage Hispanic or Latino Males, and both Black or African American Females and White Females to apply for vacancies in the Service/Maintenance job category.

- a. Human Resources will continue to offer diversity training for supervisors to make supervisors and managers more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will make the management of affected departments aware of this underrepresentation. Human Resources will collaborate with departments to enhance outreach efforts that target Hispanic or Latinos Males and both Black or African American Females and White Females. Human Resources will continue to place all job postings with the Employment Security Commission and explore other minority targeted outlets.
- c. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of Hispanic or Latinos Males and both Black or African American Females and White Females in these job categories.

Step 7a: Internal Dissemination

- 1.Information regarding the EEO Plan is made available online via the intranet for employees. Elements of these policies are communicated to employees periodically through standard employee communication processes and training courses.
- 2.Durham County's commitment to EEO is presented as part of our orientation program for new employees. Each new employee shall be informed of the EEO Plan and where to go to access the entire policy and its procedures via Durham County's intranet.
- 3.Department Directors and hiring managers will receive periodic training to fully acquaint them with the EEO law and all applicable laws.
- 4.The intent of the EEO Plan and Policy will be discussed periodically at The Leadership Team Meeting and Department Head staff meetings.
- 5.State and federal EEO notices are posted on company bulletin boards throughout Durham County.
- 6.The importance of complying with EEO regulations will be communicated with all stakeholders to secure their understanding, support, and cooperation.

Step 7b: External Dissemination

- 1.Durham County's EEO Plan is a public document and can be accessed via Durham County's Website (www.dconc.gov) to any persons of interest.
- 2.Notify each recruiting resource that Durham County is an Equal Employment Opportunity Employer.
- 3.Notify each consultant, contractor, subcontractor, and vendor performing services that Durham County is an Equal Employment Opportunity Employer and provide notice on where they can access the EEO Plan.

Utilization Analysis Chart
Relevant Labor Market: Durham County, North Carolina

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	40/30%	1/1%	17/13%	0/0%	1/1%	0/0%	0/0%	0/0%	27/20%	1/1%	46/35%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,550/42%	475/2%	2,060/7%	25/0%	800/3%	0/0%	85/0%	40/0%	9,585/32%	415/1%	3,080/10%	15/0%	415/1%	0/0%	195/1%	25/0%
Utilization #/%	-12%	-1%	6%	-0%	-2%	0%	-0%	-0%	-12%	-1%	24%	-0%	-1%	0%	-1%	-0%
Professionals																
Workforce #/%	48/9%	5/1%	52/10%	1/0%	0/0%	0/0%	0/0%	0/0%	133/26%	14/3%	263/51%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,905/37%	830/2%	3,015/6%	40/0%	3,225/6%	0/0%	335/1%	110/0%	17,460/32%	885/2%	5,470/10%	65/0%	2,350/4%	0/0%	370/1%	200/0%
Utilization #/%	-27%	-1%	5%	0%	-6%	0%	-1%	-0%	-6%	1%	41%	0%	-4%	0%	-1%	-0%
Technicians																
Workforce #/%	110/61%	3/2%	14/8%	0/0%	1/1%	0/0%	0/0%	0/0%	41/23%	1/1%	8/4%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	2,765/31%	15/0%	565/6%	10/0%	435/5%	0/0%	40/0%	20/0%	2,935/33%	105/1%	1,570/18%	0/0%	405/5%	0/0%	30/0%	65/1%
Utilization #/%	30%	1%	1%	-0%	-4%	0%	-0%	-0%	-10%	-1%	-13%	1%	-4%	0%	-0%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	43/43%	1/1%	31/31%	0/0%	2/2%	0/0%	0/0%	0/0%	5/5%	0/0%	19/19%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,215/46%	30/1%	645/25%	0/0%	30/1%	0/0%	10/0%	0/0%	290/11%	4/0%	405/15%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	-0%	6%	0%	1%	0%	-0%	0%	-6%	-0%	3%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	97/36%	3/1%	98/36%	1/0%	0/0%	0/0%	0/0%	0/0%	13/5%	1/0%	56/21%	1/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,010/13%	1,635/21%	1,885/24%	0/0%	70/1%	15/0%	20/0%	0/0%	635/8%	530/7%	2,045/26%	0/0%	0/0%	0/0%	95/1%	25/0%
Utilization #/%	23%	-19%	13%	0%	-1%	-0%	-0%	0%	-3%	-6%	-5%	0%	0%	0%	-1%	-0%
Protective Services: Non-sworn																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	49/65%	1/1%	18/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/9%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	90/56%	0/0%	40/25%	0/0%	0/0%	0/0%	0/0%	0/0%	10/6%	0/0%	20/12%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	1%	-1%	0%	0%	0%	0%	0%	-6%	0%	-3%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	15/3%	3/1%	37/8%	0/0%	0/0%	0/0%	0/0%	0/0%	99/20%	51/10%	280/57%	1/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	8,405/22%	1,025/3%	3,775/10%	65/0%	440/1%	0/0%	230/1%	10/0%	13,270/34%	1,150/3%	9,115/24%	90/0%	460/1%	0/0%	385/1%	150/0%
Utilization #/%	-19%	-2%	-2%	-0%	-1%	0%	-1%	-0%	-14%	7%	34%	-0%	-1%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	27/68%	0/0%	10/25%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,700/47%	3,350/28%	2,015/17%	20/0%	390/3%	0/0%	49/0%	4/0%	270/2%	105/1%	200/2%	0/0%	35/0%	0/0%	15/0%	0/0%
Utilization #/%	21%	-28%	8%	-0%	-3%	0%	-0%	-0%	0%	-1%	3%	0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	12/29%	0/0%	24/57%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,175/19%	3,300/10%	6,875/22%	30/0%	610/2%	0/0%	125/0%	125/0%	4,895/15%	2,720/9%	6,305/20%	20/0%	340/1%	0/0%	165/1%	30/0%
Utilization #/%	9%	-10%	35%	2%	-2%	0%	-0%	-0%	-15%	-6%	-10%	-0%	-1%	0%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓								✓							
Professionals	✓				✓				✓				✓			
Technicians					✓				✓		✓		✓			
Protective Services: Sworn-Patrol Officers		✓								✓						
Protective Services: Non-sworn									✓							
Administrative Support	✓	✓			✓				✓				✓		✓	
Skilled Craft		✓														
Service/Maintenance		✓							✓							

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Major																
Workforce #/%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	4/40%	0/0%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	9/50%	0/0%	4/22%	0/6%	1/6%	0/0%	0/0%	0/0%	1/6%	0/0%	3/17%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	21/37%	1/2%	20/35%	0/0%	0/0%	0/0%	0/0%	0/0%	3/5%	0/0%	12/21%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	9/69%	0/0%	1/8%	0/8%	1/8%	0/0%	0/0%	0/0%	1/8%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	97/36%	3/1%	98/36%	1/0%	0/0%	0/0%	0/0%	0/0%	13/5%	1/0%	56/21%	1/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.



[signature]

County Manager

[title]

July 13, 2015

[date]